

Space Family Education, Inc.
Board of Director's Open Meeting
September 21, 2000

REPORTS

Director

Staffing

New Hires: Moving personnel around to fill slots and fill needs of employees. There are now 6 substitutes.

Resignations:

Other:

Operations

Facility:

Ms. Hirning needs to know what we will do with left over equipment in old center building. She has had a request to sell the old cribs (@\$25) and will do so. Need to discuss a possible "garage sale" for excess equipment. A number of shake-out items for the new facility have been identified and are being fixed (i.e., roof and window leaks, the kitchen hood and floor tiles). NASA is adding a water filtration system.

Working through the paper work and regulations with NASA so that we can add a cyber lock on the front door. The issues holding up the installation have to do with fire regulations.

Phone problems continue.

Special Events:

October 11 - there will be a fire truck parade at Gilruth for fire prevention day.

October 18 - Health & Safety Day - finger printing & photo ID for kids and parents (fee charged)

October 27 - Trick-and-treating in the NASA offices.

October 31 - Fall Carnival

November 2 - Pre-K and Kinders will go to Carol's Country Place.

Working on a day for a local Chiropractor to check Kindergarteners and Pre-Ks for scoliosis.

Other:

Discussed issue of kids wanting seconds at meals. Was tabled for monitoring for now.

Committees

Education Curriculum (Kristy Hirning)

MRT testing is coming up for Kindergarteners.

CDA course for the new teachers will begin in October and continue in November.

Mr. Nguyen had two parent volunteers to make copies of all the center software. They plan to work through one room at a time and will compile a list as they go. Ms. Kaufman presented information about software options for the centers computers. Ms. Buquo will do some research on other sources of computer software. She also recommends a formal committee to develop a plan. The plan will also help clarify additional hardware and communications needs of the center to allow full utilization of the computer equipment at the center.

There is a Scholastic Book Fair later in the month. This is a good opportunity for the center to get books and even money if enough books are sold.

Playground: (?)

Board needs follow up from the committee including future plans, especially swings for older kids. This is an expensive item. Ms. Hirning will check with Arnie to see if he is indeed the new chairman and come to update us.

Newsletter and WebPage: (Louis Nguyen)

Still catching up information. Ms. Thomas will get copies of pictures taken by the NASA photographer of the new building for inclusion.

Room Captains

Infant 1: (; Alternate,)

No Report

Infant 2: (Lewis Nguyen; Alternate,)

Issue with coverage during early drop off (7-8:30 AM) when there is only one teacher. Again at the end of the day there is the same problem made more so due to kids being tired and cranky and wanting to go home. Ms. Hirning will look at schedule changes to try to add a morning floater but there is no money in the budget for extra personnel. Parents can help by bringing children fed and dry to school. JSC is a non-profit co-op and parents are expected to pitch-in in many ways.

Ms. Hirning will also get with the teachers to see if there are some additional gates needed in the kitchen and changing areas to keep little creepers out of the trash, etc.

Toddler 1: (; Alternate,)

Issues of concern are being addressed directly with Ms. Hirning.

Toddler 2: (; Alternate,)

Concerns with how cameras are directed were discussed and will be addressed.

Younger 2s: (; Alternate,)

Concerns were expressed about the discipline techniques being used. Ms. Hirning will work with teachers and parents to address needs of both groups.

Older 2s: (; Alternate,)

No report.

Early Pre-K: (; Alternate,)

No report.

Pre-K: (; Alternate, Gretchen Thomas)

No issues.

Kindergarten: (David Goeken; Alternate,)

More tutors can be used. Enrichment classes are starting. Brian Kelly will get information on USA program.

Board Members

Policies and Procedures: (Gretchen Thomas)

The new parent handbook is finished.

Center was full on 9/18 but a toddler left Toddler 2 room on 9/19.

Secretary: (Lynn Buquo)

Working on the database and will have it done soon.

Results of the director's review have been compiled and will be presented next time. Initial feedback is good.

Need a new list of room captains for distribution. - Done

NASA had made a suggestion about naming the new center but this does not fall in the jurisdiction of the board since the building belongs to NASA. This is an issue for COD.

Ms. Hirning, Ms. Buquo and Ms. Cantrell have worked up a package for new members to receive when they register with the center. Samples will be presented at the next meeting. It would help if center office staff can take on the responsibility of getting this to the prospective members. There may also be a small printing cost.

Treasurer: (Susan Gomez)

August costs were high due to startup costs. There are a few outstanding bills to be paid. The May-August period was \$10,000 better than expected. Summer camp looks like it will clear \$20,000 and the \$28,000 loan has been paid off. The \$100,000 loan payments will begin in October. The loan period is 5 years and the payments will be \$1500/month until April when they increase to \$2200/month.

Vice President: (David Goeken)

The login software is working well.

There are about 30 eligible contractors that need to be contacted for sponsorships of playground equipment and software.

President: (Tim Boyes)

NASA will be picking up the janitor services in October. This represents a savings of \$20,000/year.

SFEI Members

Walk-ons:

A number of parents were present and brought up concerns. These included how the intercom is used (teachers may need some training on the system). How the child rotation schedule works was also discussed. Basically, next year there will be 2 Early Pre-K classes that will become 2 Pre-K classes. And then possibly 2 Kindergarten classes. Then the large class will begin with the small children again. Migration begins in May as children begin leaving the Kinder and Pre-K classes. There have been toy requests made by teachers and new parent members were unsure of the process. Historically, wish lists are made up at Christmas but any arrangement agreeable to parents and teachers is acceptable.

BUSINESS

Old Business

New Business:

The next meeting will be October 19, 2000
Room Location: Bldg 211 (The Child Care Center)., rm 122.